

Request an MS Outlook Email Search through SharePoint

DIRECTIONS: Use this template to provide information about your Microsoft (MS) Outlook email search request to one of the Search Points of Contact (SPOC) in your program or region, who will submit the request through the eDiscovery SharePoint site. The second page of the template provides instructions for completing each field.

* Indicates Required Field

Request Title or Identifier*

FOIA EPA-HQ-2018-001886

Friendly Title

FOIA 2018-1886

Collection Purpose*

FOIA

Relevant Information

For purposes of keyword search, all electronic forms of information and all correspondence between EPA and outside parties as well as all internal correspondence within EPA.

Keywords*

"OOOOa Results of the Performance Test"; or "OOOOa Performance Test"; or "40 C.F.R. 40 C.F.R. §60.5420a(b)(9)(i)"; or "OOOOa Initial Semiannual Reports"; or "40 C.F.R. §60.5422a(b)"; or "OOOOa Semiannual Reports"; or "40 C.F.R. §60.5422a(a)"; or "OOOOa Annual Reports"; or "40 C.F.R. §60.5420a(b)"; or "OOOOa Annual Reports of Excess Emissions for Sweetening Units"; or "40 C.F.R. §60.5423a(b)"; or "new source performance standards for the oil and gas sector, Subpart OOOOa" AND one or more of the following terms: "comply"; or "complies"; or "complying"; or "compliant"; or "compliance"; or "deadline"; or "deadlines"; or "delay"; or "delays"; or "delayed"; or "delaying"; or "due"; or "enforce"; or "enforces"; or "enforcing"; or "enforcement"; or "extend"; or "extends"; or "extending"; or "extension"; or "extensions"; or "postpone"; or "postpones"; or "postponed"; or "postponing"; or "postponement"; or "variance"; or "variances"

Date Range Start

8/2/2016

Date Range End

11/21/2017

De-duplication

☐

Estimated # of Docs*

100

Required by Date*

12/18/2017

Contact*

This is typically the Search Point of Contact (SPOC) submitting the request through SharePoint.

Your Name*

Munsel Norris

Field Descriptions

Request Title or Identifier*

Enter a name for your search request. This may be the FOIA online number, case number or other tracking number associated with your request.

Friendly Title

Enter a brief, shortened name for your service request, to help reference or identify your request.

Collection Purpose*

Select from the drop down menu the type of search request. You may select Congressional, Employment, FOIA or Litigation from the menu.

Relevant Information

Enter any special instructions or additional information to provide to the search technicians who will process your request, if applicable.

Keywords*

Enter unique words or phrases to be used to identify potentially relevant information for your search request. Use logical operators, AND, OR and NOT, to define search phrases.

Date Range

Select the beginning and end dates for your search request. The use of a date range is a basic type of search parameter and will limit your search results to that period of time. For some searches it may not be possible to designate a beginning and/or an end date.

De-duplication

Select this checkbox if you wish to have duplicate emails removed from your search results. NOTE: If you select this checkbox you will receive one file that includes the search results of all custodians identified in your request. If you do not select de-duplication you will receive a separate file for each custodian without de-duplication.

Estimated # of Docs*

Enter a rough estimate of the number of documents you anticipate will be collected for the search request. This estimate will not affect your search; it is informational for the technician performing the search.

Required by Date*

Select the date by which you wish to receive the results of your request.

Contact*

This is typically one of the Search Points of Contact (SPOC) in your Program or Region who submits the request through the SharePoint site. The SPOCs may include your organization's FOIA Officer or Coordinator, Information Management Official (IMO) and other staff designated to serve in this capacity.

Your Name*

This identifies you as the alternate point of contact (POC) for the request. As the Alternate POC you will receive the same emails as the Contact about the status of your request, which includes receiving the search results.